



Job Title: Town Accountant	Status: Appointed
Reports To: Finance Director	Position Classification: Professional, Salary, Exempt. Grade 16.3
Supervises: n/a	
Location: Newbury Town Hall	
Review/Approval Date by Newbury Personnel Board: 09/04/09	

Summary: Under the general supervision of the Town Administrator, responsible for insuring compliance with state laws and regulations and town by-laws relative to municipal finance. Responsibilities include financial oversight of a \$16-\$17 million budget and \$2 million outstanding debt, maintaining comprehensive financial records and generating required periodic reports.

Essential Responsibilities:

Essential responsibilities and duties may include, but are not limited to, the following:

- With Finance Director and other Finance Department staff members, maintains control of the budget and all town funds. Responsible for accounting, internal auditing and financial reporting to insure compliance with applicable laws.
- Evaluates departmental spending and receivables. Works with department heads to accurately track and monitor expenditures and income. Generates departmental monthly reports.
- Assists in the reconciliation of bank accounts and the department cashbook. Verifies the receipt of cash and checks forwarded from various Town departments.
- Prepares payroll and vendor warrants. Prepare weekly and/or monthly payroll warrants; prepare manual payroll and expense checks; prove payroll to the general ledger; and prepare related adjusting entries for payroll and expense accounts. Process and account for stop payment requests and general replacement checks.
- Assists with year-end audit of Town's books and records by preparing documents and reports. Prepares miscellaneous reports and forms by compiling data.
- Communicates directly with taxpayers, employees and vendors by mail and by phone, providing information, answers to inquiries, and resolving.
- Under the guidance of the Finance Director, assists in the maintenance of all town financial records. Assists in development and preparation of annual operating and capital budget recommendations; participates in presenting and resolving final budget plans to the Finance Committee and Town Meeting.
- Performs other duties as required or assigned.

Knowledge/Skills/Experience Required:

A minimum of three years municipal accounting or bookkeeping experience required. Knowledge of GAAP, UMAS and GASB regulations and working knowledge of Mass. General Laws governing municipal finance, municipal procedures and procurement required. Computer spreadsheet and word processing skills are required. Strong communication skills required; must be prepared to work closely with all town departments.

Education and/or Certification Required:

A bachelor’s degree in accounting, business administration, finance, public administration or related field or an equivalent combination of education and experience. Preferable that candidate is certified or is certifiable as a Mass. Municipal Accountant.

Mental Demands:

Reading	Verbal communication
Detailed work	Written communication
Confidentiality	Multiple concurrent tasks
Problem Solving	Heavy computer use

Physical Demands:

Heavy computer use including financial and payroll software, personal computer including spreadsheet and word processing software, copy machine, fax machine, 10-key calculator and telephone.

May infrequently lift and/or move objects weighing up to 30 lbs. such as books, equipment and supplies.

Note: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Special Work Conditions:

1. Work hours are Monday, Wednesday and Thursday, 8:00 a.m. to 4:00 p.m., and Tuesday 8:00 a.m. to 7:00 p.m.
2. Flexible work hours will be considered upon request and depending upon the operational needs of the Town of Newbury.